

SECURITY REQUIREMENTS FOR UNCLASSIFIED AUTOMATED INFORMATION RESOURCES AND ACCESS TO JPL'S CONTROLLED FACILITIES (CT, FP-NR&D, FP-R&D, CIS, LH-T&M, T&MC, FPC, CREI, A-E)

- (a) In addition to complying with any functional and technical security requirements set forth in the schedule and the provisions of this Contract, the Contractor shall request JPL badges for its personnel who require regular, unescorted, or unsupervised physical access to JPL and who need physical access to limited or controlled areas within the facility. In addition, the Contractor shall obtain unique electronic identifications (from the JPL Enterprise Information System) for its personnel that need electronic access to JPL systems, programs, and data.
- (b) Computer Security Requirements. The requirements stated in JPL D-7155, Rev. 4, "JPL Information Technology Security Requirements for Computer Systems" (incorporated by reference), and JPL D-7223, Rev. 5, "Automated Information Security Requirements for Computer Users" (incorporated by reference), apply to all systems that are part of the "jpl.nasa.gov" domain and to all workstations used by JPL contractors to remotely access JPL computing and network resources, regardless of the workstation's location. Remote access is defined as logging into a JPL computer system through a network or a modem, to execute a command on the JPL computer system from a remote location, or to manipulate data stored on the JPL computer system from a remote site. Compliance with these requirements will be monitored by periodic announced computer security audits performed by the JPL Network and Computer Security Group.
- (c) Controlled Facilities. JPL facilities, as defined by the NASA Resource Protection Program Consolidated Resource List (incorporated by reference), are designated as controlled facilities.
- (d) Personnel Investigations.
 - (1) National Agency Check (NAC) Requirements.
 - (A) All Contractor personnel assigned to JPL for computer system administration, computer system maintenance (hardware and/or software), network operation, computer operation, or have access to sensitive information as defined in Appendix A to JPL D-7155, Rev. 4, must deliver completed NAC paperwork to the JPL Security Office prior to reporting for work at JPL.
 - (B) All Contractor personnel requiring access to controlled facilities must deliver completed NAC paperwork to the JPL Security Office prior to reporting for work at JPL.
 - (C) NAC/s require original proof of United States citizenship or eligibility for employment. Contractor personnel with existing security clearance based on an investigation current within the last five years are not required to submit NAC forms, if their clearance is under five years old, but the Contractor must submit a Classified Visit Request for each individual.
 - (D) The following NAC forms must be completed as stated:
 - (i) NASA Form 531, Name Check Request, must have the following sections typed: NAME, OTHER NAMES USED (if applicable), SEX, DATE OF BIRTH, PLACE OF BIRTH, U.S. NAT. NO. (if applicable), ALIEN REGIS. NO. (if applicable), CITIZENSHIP, SOCIAL SECURITY NO., FULL NAME OF SPOUSE(S), INCLUDING MAIDEN NAME(S) (if applicable), RESIDENCES IN EXCESS OF THREE MONTHS FOR THE PAST FIVE YEARS, EMPLOYMENT FOR THE PAST FIVE YEARS, CURRENT WORK PHONE NUMBER, PURPOSE OF REQUEST.
 - (ii) The U.S. Office of Personnel Management OFI Form 79, Notice of Personnel Investigation, must have sections 1 through 4 plus 5 (if applicable) typed.
 - (2) Pre-NAC Access Requirements. In the absence of information suggesting that pre-NAC access is not advised, contractor personnel will have access on an interim basis once the completed NAC request forms and all required documents are delivered to the JPL Security Office, Building 180, Room 102.
- (e) Security Incident Reporting. The Contractor shall promptly report to the JPL Computer Security Hotline, (818) 354-8277, any suspected computer or network security incidents as defined in JPL D-7973, Rev. 1, "JPL Information Technology Security Incident Investigation and Reporting Manual" (incorporated by reference), occurring on any systems that are required to meet the JPL Computer Security Requirements paragraph. The JPL Network and Computer Security Group will validate that there is an incident and the contractor will provide to the JPL Network and Computer Security Group all necessary assistance and access to affected systems to conduct a detailed investigation.
- (f) Laboratory Access.

- (1) As a NASA closed facility, JPL requires that all personnel possess valid identification for unescorted access. Individuals who access the Laboratory on a one-time or infrequent basis are processed as visitors. All visitors are processed through the Visitor Control Center and must possess a valid picture ID issued from a recognized government agency or business organization. All non-U.S. born citizens must possess the original proof of citizenship. All visits by foreign nationals must be approved in advance, and the visitor must possess their original passport or visa as proof of identification and legal status.
- (2) Individuals who access the Laboratory on a regular basis for business related activities but do not occupy JPL office space may be provided a non-embossed picture badge. This badge allows the individual to access JPL through any guard-staffed entry gate and allows parking in any outside lot including the Visitor Lot. Prior to the individual receiving this badge, the Contractor must submit form JPL 2190, "Affiliate Start/Separation Notice," to the JPL Security Office. This form is available from the JPL Security Office.
- (g) The Contractor shall notify the JPL negotiator no later than the end of the day of the termination for cause of an authorized Contractor personnel's access. The Contractor shall notify the JPL negotiator and the designated JPL Contract Technical Manager no later than ten days after an authorized Contractor personnel no longer requires access for any other type of termination. Verbal notifications shall be confirmed in writing within thirty days.
- (h) The Contractor must ensure that any forms required for National Agency Checks are completed by the individuals who are to perform work under this Contract as requested by JPL in order to determine eligibility for access to sensitive material or controlled facilities.
- (i) The Contractor shall incorporate this clause in all subcontracts where the requirements identified in paragraph (a) are applicable to performance of the subcontract.

Incorporated documents are available through the "Miscellaneous Contractor Documents" link on the JPL Acquisition Home Page at the following URL:

<http://acquisition.jpl.nasa.gov/e2000.htm>